



Department of ADMINISTRATIVE SERVICES *Job Postings*



Central Connecticut State University ASSISTANT DIRECTOR MARKETING & COMMUNICATIONS

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public, State Employees, Agency Employees

Location: Central Connecticut State University

Hours: TBD

Closing Date: October 24, 2016

Central Connecticut State University invites applications for a full-time, Assistant Director of Marketing & Communications. The successful candidate will work with the Associate Vice President to produce copy for and coordinate the editing of print and electronic publications. Candidates are expected to be committed to multiculturalism and working with a diverse student body.

Required Qualifications

- Bachelor's degree
- Three years (FTE) of work experience in writing and editing and developing communications for print and electronic publications
- Possess a strong commitment to customer service and teamwork
- Excellent communication and organizational skills
- Must be detail oriented, able to function efficiently and independently in a fast-paced environment, and manage multiple priorities
- Commitment to serving a diverse student body

Preferred Qualifications

- Bachelor's or master's degree in English, communications, journalism, marketing or closely related area
- Experience supervising/mentoring entry-level writers
- Experience managing requests from a variety of constituencies
- Experience working in a higher education setting
- Experience using the following: Microsoft Suite, Adobe Dream Weaver, PhotoShop, and Adobe Acrobat
- Experience working on publications with a 10,000+ distribution.

Substantially comparable experience and/or credentials may also be considered.

The University: CCSU is one of four universities in the Connecticut State Colleges & Universities system. Excellent professors and a wide array of academic programs prepare students for success in whatever field they choose. CCSU's motto is more than a slogan; it articulates the University's commitment to students: "Start with a dream. Finish with a future." CCSU serves approximately 12,200 students - 9,500 undergraduates, and 2,700 graduates. CCSU is richly diverse: more than 25 percent of students are of traditional minority heritage. Visit our web site at <http://www.ccsu.edu/>.

The Community: CCSU is located in New Britain, a city of some 70,000, within a 10-minute drive to the state capital in Hartford. New Britain is home to the nationally recognized New Britain Museum of American Art and offers a range of cultural opportunities, including the New Britain Symphony Orchestra, two theatres, and an extensive park system. The University is approximately two hours (by car) from both Boston and New York City.

Application Instructions: For full consideration, applications must be received by **October 24, 2016**. For more information and application instructions, go to <https://hrat.ccsu.edu/default.php>.